

XERO
COPY

D/S

~~CONFIDENTIAL~~

25 March 1957

OS NOTICE 57-4

SUBJECT: Fitness Reports and Narrative Statements - Policy

SE
14

In order to effect uniformity in the requirements for submission of Fitness and Performance Reports for all Office of Security personnel, such reports shall be submitted on and after 1 April 1957 in accordance with the following schedule:

C74
B

- (a) Ninety (90) days after initial permanent assignment in the Office of Security (excluding time spent on temporary assignment and training that usually occurs after entrance on duty) a narrative performance report shall be submitted. This will be in memorandum form, addressed to the Chief of the operating component. It will consist of an accurate evaluation of the individual's performance, in adequate descriptive language, but without unnecessary detail. It will include his capabilities in the assignment, the quality and quantity of his work, his working relationship with others, personal characteristics of interest, strong and weak points and other pertinent comments.
- (b) Nine (9) months after Agency EOD, Part I and Part II of the Fitness Report shall be submitted. This report will include a narrative statement, as described in section (a) above, on the report itself, with a continuation sheet if necessary. If comments include operational information, such comments should be prepared on a separate sheet for retention in Security Administrative files. (It should be noted that Part II is not required for employees below GS-7.)
- (c) Annually, after date of submission of the Fitness Report required in section (b) above, a Fitness Report (Parts I and II) shall be submitted, including a narrative statement.

~~CONFIDENTIAL~~


XERO
COPY

XERO
COPY

~~CONFIDENTIAL~~

- (d) Whenever the employee has a major change of assignment, or his immediate supervisor is transferred, or it is deemed necessary by his supervisor or the office, a Fitness Report (Part I only) shall be submitted.
- (e) Whenever required in connection with promotions, reprimands, or as otherwise determined by the supervisor or office, a narrative report shall be submitted.

25X1A9a


Sheffield Edwards
Director of Security

Distribution:

Staff, Division & Branch Chiefs